

# ARMED SUBJECT or HOSTAGE

## FOLLOW THESE PROCEDURES WHENEVER:

- ▶ A PERSON HAS A WEAPON
- ▶ A PERSON SAYS THEY HAVE A WEAPON
- ▶ A PERSON IS HOLDING ANOTHER PERSON AGAINST HIS/HER WILL

### STAFF

- Notify Principal's Office as soon as possible, advise whether a weapon was visible or indicated.
- Speak calmly to the suspect and to the students.
  - ▶ DO NOT APPROACH
  - ▶ DO NOT ATTEMPT TO CONFISCATE WEAPON
  - ▶ COMMUNICATE AND COOPERATE
- If a weapon is visible ask calmly for permission to evacuate the class.
- If evacuation is not allowed, continue to cooperate with subject until police arrive.
- When police arrive, do as they direct.
- Complete necessary Incident(s) Report(s)

### PRINCIPAL'S OFFICE

- Identify problem and location.
- Call 911 or Local Police to report incident.
  - ▶ IDENTIFY ASSEMBLY AREA FOR EMERGENCY RESPONSE
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
  - ▶ SECURE EMERGENCY INFORMATION FROM ENROLLMENT CARDS FOR SUSPECT(S) AND/OR VICTIM(S)

Continued on  
Page 2

# SUSPECTED ARMED SUBJECT or HOSTAGE

FOLLOW THESE PROCEDURES WHENEVER YOU SUSPECT A SUBJECT MAY HAVE A WEAPON ON THEIR PERSON OR IN A BACKPACK, BRIEFCASE, PURSE, OR OTHER CONTAINER CARRIED OR READILY ACCESSIBLE BY THE SUBJECT.

## STAFF

- Notify Principal's Office, as soon as possible.
- If weapon is suspected and situation is NOT VIOLENT:*
  - ▶ BRING SUBJECT TO THE OFFICE OR
  - ▶ ISOLATE SUBJECT
- Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- Identify problem and location.
- Assess credibility of information received.
- Assess character, history, and school record of suspect(s).
- Determine if you are going to approach subject:
- If approached:*
  - ▶ Ensure at least two adults are present.
  - ▶ Advise the subject what is suspected and ask location and type of weapon(s).
  - ▶ Any search must comply with State of Michigan law.



**SUSPECTED  
ARMED SUBJECT or  
HOSTAGE**

**CONTINUED**

**PRINCIPAL'S OFFICE**

- If weapon is found on subject:
  - ▶ Call 911 or Local police to report incident.
- Police will secure weapon for evidence
- If not approachable because of personal safety:*
  - ▶ TREAT AS ARMED SUBJECT OR HOSTAGE — REFER TO PAGE 1
- Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ SCHOOL COUNSELOR
  - ▶ STAFF

# WEAPONS ON SCHOOL PROPERTY

**FOLLOW THESE PROCEDURES WHENEVER YOU KNOW OR SUSPECT A STUDENT MAY HAVE A WEAPON IN THEIR LOCKER, THEIR CAR, OR ANYWHERE ELSE ON SCHOOL PROPERTY.**

The term weapon includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, a switchblade, a blackjack, slingshot, billy club, bludgeon, metallic knuckles, sand club, sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon, e.g. a tire iron, or baseball bat carried for purposes of assault or defense.

## STAFF

- Notify Principal's Office, as soon as possible.
- If weapon is visible on a student:*
  - ▶ REFER TO ARMED SUBJECT OR HOSTAGE — SEE PAGE 1
- If weapon is suspected on a student:*
  - ▶ REFER TO SUSPECTED ARMED SUBJECT OR HOSTAGE — SEE PAGE 3

## PRINCIPAL'S OFFICE

- Identify problem and location.
- Determine if reasonable suspicion exists to search for weapon.
- Determine if it is advisable to conduct a search of school property, by school personnel, for weapon.
- If weapon is found:
  - ▶ Call 911 or Local Police to report incident.



# DEATH OR HOMICIDE

## STAFF

- Identify problem and location.
  - ▶ Check status of victim.
- Notify Principal's Office, as soon as possible.
- If possible remove students from the area, try to calm them.
- Discourage discussion.
- Wait for police to arrive.
- Complete necessary Incident(s) Report(s).
- Identify students in need of counseling.

## PRINCIPAL'S OFFICE

- Identify problem and location.
- Call 911 or Local Police to report incident.
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
- Assist the police in locating and identifying possible suspect(s) and/or victim(s).
  - ▶ Assess whether suspect(s) can be safely isolated and/or detained.
- Secure emergency information from student enrollment cards for suspect(s) and/or victim(s).
- Provide police and EMS with emergency information.
- Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ STAFF
- Initiate counseling services for staff and students.

# DRIVE-BY SHOOTING

## STAFF

- When shots are heard, yell to the students to  
"DROP TO THE FLOOR"
- Move students to safest area within the classroom.
  - ▶ If time permits, the most secure location may be an inner room within the building.
- Notify Principal's Office, as soon as possible.
  - ▶ Advise if there are injuries and/or property damage.
- Return to the classroom only when safe to do so.
- Take attendance and immediately report any missing student(s).
- Discourage discussion.
- Wait for police to arrive.
- Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

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  - ▶ STAFF
- Initiate counseling services for staff and students.

# PHYSICAL ASSAULTS (FIGHTS)

It is recommended that if any of the following occur during a physical assault, the incident be reported to the police:

- ▶ The victim alleges injury
- ▶ The victim is a member of the school staff
- ▶ There is injury to the victim and/or suspect, which requires medical attention
- ▶ The suspect used a weapon during the physical assault

## STAFF

- Make contact with a calm voice.
- If behavior continues, shout "STOP" and then lower your voice.
- Direct someone to go to the Principal's Office to get help.
- Isolate students to an area where they can calm down without losing face.
- Attempt to empty the area of other students – to reduce audience and lessen danger.
- Do not leave students alone until they are calm.
- If appropriate, escort student(s) to the Principal's Office.
- If appropriate, complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- Identify problem and intervene if necessary.
- If appropriate, Call 911 or Local Police to report incident.
  - ▶ DETERMINE IF EMS IS NECESSARY FOR INJURED STUDENT(S).
- Assist the police in locating and identifying possible suspect(s) and/or victim(s).
- Secure emergency information from student enrollment cards for suspect(s) and/or victim(s).
- Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
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  - ▶ STAFF



# TELEPHONE BOMB THREAT

NOTE: IF A BOMB THREAT IS RECEIVED BY WAY OF: E-MAIL, FAX, or WRITTEN NOTICE NOTIFY PRINCIPAL'S OFFICE AS SOON AS POSSIBLE

## TELEPHONE CALL RECIPIENT

- Keep caller on telephone as long as possible.
  - ▶ Do not hang telephone up.
  - ▶ Lay receiver down until police arrive.
- If a student has answered the telephone, have adult take the call.
- Notify Principal's Office, as soon as possible.
- Write down everything the caller says.
  - ▶ Use the attached Bomb Threat Checklist
- Make an educated guess at the age, sex, and race of the caller.
  - ▶ Note any accent in caller's voice.
  - ▶ Note any background noises.
- Wait for police to arrive.
- Complete necessary Incident(s) Report(s).

## STAFF

- Evacuate when advised.
  - ▶ Take a copy of the attendance roster with you.
- Take attendance when students are assembled away from school.
  - ▶ Provide attendance list to Principal's Office.

## PRINCIPAL'S OFFICE

- Call 911 or Local Police to report incident.
  - ▶ Do not use same telephone that threat call came in on.
  - ▶ Provide details of bomb threat.
- Determine whether to evacuate the building.
  - ▶ If evacuation is necessary - refer to evacuation procedure located in Appendix.
- Radio signals and/or electronic devices can activate bombs.  
**DO NOT USE:**
  - ▶ Radios
  - ▶ Cellular Telephones
  - ▶ Electronic Bells/P.A.
- Notify staff of information and/or instruction by messenger.
- Do not touch a suspicious package. Note anything unusual or out of place.
- Coordinate a search team that will assist police.
- Have a set of master door keys in hand.
- Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ STAFF



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  - ▶ STAFF

Use this form to help officials analyze the threat. If possible, keep a copy at each telephone. Train operators to respond calmly to a bomb threat phone call.

### BOMB THREAT CALL CHECKLIST

#### QUESTIONS TO ASK:

#### EXACT WORDING OF THE THREAT:

1. When is bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

#### EXACT WORDING OF THE THREAT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FBI BOMB DATA PROGRAM

#### CALLER'S VOICE

- |                                  |                                   |  |  |
|----------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Disguised             |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent                |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar              |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          | If voice is familiar,<br>who did it sound like |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat |  |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep berating   |  |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice  |  |

#### BACKGROUND SOUNDS

- |  |                                       |  |  |                                |
|--|---------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local         | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Motor        | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Long Distance |                                |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Office       | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth         |                                |

#### THREAT LANGUAGE

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |

REMARKS: \_\_\_\_\_

REPORT CALL IMMEDIATELY TO: _____	PHONE NUMBER: _____
Fill out completely, immediately after bomb threat, Date ___ / ___ / ___ Phone Number _____	
Name _____	Position _____